

## OCR FUNCTIONALITY

There are at least three ways to obtain Optical Character Recognition (OCR) functionality, depending on how a PDF document is created.

### 1. Documents Created in Word or WordPerfect

Documents you create in Word or WordPerfect should automatically have OCR functionality when you SAVE them as PDF (.pdf) documents or when you PRINT them to Adobe PDF. **It is BEST to SAVE your documents as PDF (.pdf) documents.**

### 2. Documents Scanned on a Desktop Scanner

Your scanned documents will always have OCR functionality when the "Make Searchable (Run OCR)" box on the following screen is permanently checked.

The image shows a screenshot of the "Configure Presets" dialog box in Adobe Acrobat. The dialog box is titled "Configure Presets" and has a close button (X) in the top right corner. It contains several sections of settings:

- Scanner:** A dropdown menu showing "Please select a device" and an "Options..." button.
- Presets:** A dropdown menu showing "Black & White Document" and "Save" and "Defaults" buttons.
- Input:** A section with four dropdown menus: "Sides" (Front Sides), "Color Mode" (Black and White), "Resolution" (300 DPI), and "Paper Size" (Automatic). Below these are two input fields for "Width:" and "Height:" and a checkbox for "Prompt for scanning more pages".
- Optimization:** A slider between "Small Size" and "High Quality" with an "Options..." button.
- Text Recognition and Metadata:** A section with three checkboxes: "Make Searchable (Run OCR)" (checked and circled in red), "Make PDF/A compliant", and "Add Metadata". There is an "Options..." button to the right.

At the bottom of the dialog box are three buttons: "Help", "OK", and "Cancel".

To see if this box is checked, do the following while in Adobe Acrobat 9 Standard or Adobe Acrobat 9 Pro\*:

- Click on "File" on the Menu Bar
- Click on "Create PDF" on the drop down list
- Click on "From Scanner" on the drop down list
- Click on "Configure Presets" on the drop down list
- Check the "Make Searchable (Run OCR)" box
- For now, do not check the "Make PDF/A compliant" box

### **3. Documents Scanned on a Copier**

- Open the scanned PDF document in Adobe Acrobat 9 Standard or Adobe Acrobat 9 Pro\*
- Click on "Document" on the Menu bar
- Click on "OCR Text Recognition" in the drop down menu
- Select "Recognize Text Using OCR"
- Click the "OK" button

### **4. To see if a PDF document has OCR functionality, do the following while in Adobe Acrobat 9 Standard or Adobe Acrobat 9 Pro\*:**

- Open the scanned PDF document
- Enter a known word or phrase in the document in the "Find" box



- Click on the drop down arrow next to the "Find" box
- Click on "Find Next in Current PDF"
- Use the "Find Previous" and "Find Next" buttons to locate the known word or phrase in the document
- If the known word or phrase is NOT highlighted, your document does not have OCR functionality!

\*The steps may be different if you use a different version of Adobe Acrobat or a different PDF writer program.